

These ***Request for a Discontinuation in an Academic Program*** instructions are to assist departmental, college, and university-level committees and participating units in their review of curricula. For additional assistance contact the University Curriculum and Catalog Office, 439 Administration Building, 355-8420, ucc@msu.edu, www.reg.msu.edu/ucc/ucc.aspx

Instructions by Item Number:

1. **Select a program you would like to request for discontinuation.**
2. The **Degree Type** will automatically appear.
3. Indicate the **Effective Semester** requested for the discontinuation.
4. Indicate whether the proposed discontinuation will have a negative impact on students and if so, which students will be affected by the proposed discontinuation. The Office of the Registrar will provide data such as the number of students admitted to the degree program within the last two years and, for graduate programs, their time limit to degree, when requested.
5. Describe the impact of the discontinuation and explain what accommodations will be made.
6. **Reason for Discontinuation Request.**
Explain the academic rationale behind the proposed discontinuation. Please address as many of the following items as apply. This information related to the program **must** be attached to the form by copying and pasting into this field.
 - a. Background information including the considerations which precipitated the request for the discontinuation.
 - b. Relationship of this program to similar programs offered at MSU and/or by other educational institutions.
 - c. Enrollment per year averaged over the last five years.
 - d. Description of consultation with students, faculty, other programs and units, and external stakeholders (e.g. alumni).
 - e. Other information that will assist the Provost and the University-level committees in evaluating the request.
7. **Cooperating Department(s)/School(s)/College(s):** Select any departments/schools/colleges that participate in the offering of any aspect of this program. Your request will automatically route to the head of the selected department/college/unit. If no additional sign-off(s) are needed, select nothing and click the Confirm Cooperating Approvals button below to continue. The selected additional Cooperating Department/School/Colleges will be noted. If this is correct, continue to approval.

The primary administrative unit should approve the *Request for a Discontinuation in an Academic Program*. The form will be forwarded to each department and college that may be significantly affected, requesting written reactions (favorable or unfavorable), if selected for additional signoffs and reviews. The department chairperson or dean should approve or disapprove the Request form, along with written reactions, as evidence of the review. These comments should be used by the primary administrative unit in reevaluating the request. Signatures do not signify approval. The signed electronic copy of the Request form and the written reactions of the reviewing administrators will be forwarded to the Office of the Provost, University Curriculum and Catalog, 439 Administration Building, to assist the Provost and the University-level committees in rendering a decision. If after two weeks the primary administrative unit receives no response from a unit it has requested signoff and review by, the request will become available for College approval and be forwarded to the Office of the Provost, University Curriculum and Catalog, 439 Administration Building for the University-level academic governance process.